

**ORDER**  
**No. 1830 date April 3, 2001**  
**On Approval of Regulation ‘On Organization and Functioning of Judicial Administration’**

Based on Article 102, point 4, of the Constitution of the Republic of Albania, of Article 12, 14/a, 14/b and other of Law no. 8436, date December 28, 1998, ‘On Organization of Judicial Power in the Republic of Albania’, and Article 1 of Law no. 7381, date May 8, 1990, ‘On Creation of the Ministry of Justice’,

I Order:

The approval of Regulation ‘On Organization and Functioning of Judicial Administration’.

This order becomes effective immediately.

Minister

Arben IMAMI

**REGULATION ON ORGANIZATION AND FUNCTIONING OF JUDICIAL ADMINISTRATION**  
(Approved with the order of the Minister of Justice, no. 1830, date April 3, 2001)

**CHAPTER 1**  
**GENERAL PROVISIONS**

**Article 1**  
**Object of Regulation**

The object of this Regulation is to define detailed normative rules in regard to:

1. Structure, management, and competencies of judicial administration;
2. Relationship among structures of the judicial administration;
3. Relationship among structures of judicial administration and participating or interested individuals of a judicial process, and with the public;
4. Nature and types of administrative and procedural activities performed by the judicial administration;
5. Other rules regarding organization and functioning of judicial administration.

The expression ‘judicial administration’ in the connotation of this regulation implies respectively: the judicial administration of the District Court and Appeal Court.

The expression ‘Court’ in the connotation of this regulation means the District Court and/or Appeal Court.

**Article 2**  
**Direction of judicial administration**

The chairman of the Court, the deputy chairman and the chancellor will run the direction and organization of the activity of the judicial administration.

**Article 3**  
**Structure of judicial administration**

The structure of the judicial administration in District Court and Appeal Court is made up of:

1. The Chancellor

2. The Judicial Secretary
3. The Secretary of Session
4. The Judicial officer
5. The Archive sector or office
6. The Public Relation and Media sector or office
7. The Budget sector or office
8. The Supportive administration sector or office.

#### Article 4

##### Object of activity of judicial administration

In conformity with the law and this regulation, the judicial administration of District Court and Appeal Court exercises procedural activity and administrative activity.

#### Article 5

##### Areas of procedural activities

The judicial administration follows and carries out the accomplishment of procedural activity as follows:

1. Accepts, maintains, and administers procedural acts and submitted material and written evidence.
2. Draws lots on division of cases, and apportions cases for trial according to the drawn lot.
3. Notifies and communicates procedural acts.
4. Prepares and announces the list of trials.
5. Keeps the minutes in a judicial session, and respects the requirements of solemnity in a trial.
6. Records trial expenses.
7. Executes decision left to the competency of the court.
8. Takes final decision after clarification and signing. (?????)
9. Transfers for trial to other higher courts.
10. Provides material facts upon decision of court.
11. Deposits to an archive files of peremptory verdict, and announces verdicts.
12. Develops judicial fascicles. Creates, completes and preserves the registers of the court. Creates the volumes of civil and criminal verdicts.
13. Creates conditions for the accused, for the parties and their lawyers, as well as for all the other participants in the process to comply with the right to defense and information.
14. Runs the computer equipment to record procedural actions and to provide necessary information and statistics.

#### Article 6

##### Areas of administrative activity

The judicial administration follows and carries out the accomplishment of procedural activity as follows:

1. Accepts, records, and treats correspondence coming from governmental institutions or private juridical or physical entities on cases of administrative nature.
2. Well-administers work environment and the means of court and maintenance services.
3. Administers the archive of procedural and administrative acts, and the storeroom of equipment and means and material facts.
4. Administers available funds and records financial operations in conformity with laws on power.
5. Prepares materials and necessary conditions for activities of administrative, professional, and cultural character.
6. Runs relations with public and media.

## CHAPTER II DIRECTION OF JUDICIAL ADMINISTRATION

### Chapter 7 Chairman of Court

1. The chairman of the Court directs and controls the organization, functioning and the activity of the judicial administration.
2. In case of absence or legal obstacle, and with his authorization, the vice chairman of the court takes over the authorities of the chairman.

### Article 8 Competencies of Chairman of Court

The chairman of the court exercises the following competencies:

1. Represents the Court in relations with third parties.
2. At the beginning of each judicial year, defines the division of judges in criminal and civil chambers and in sections. When the size of the Court does not allow for the organization of at least one civil chamber and one criminal chamber, apportionment of cases is carried out equally among judges.
3. Apportions judges in juries.
4. Oversees the process of organization and documentation of division of lawsuits through lots and signs the transference of the practice of associated lawsuit to appointed judge.
5. Heads the judicial session in lawsuits he judges.
6. At the beginning of each month, plans the judges to run cases with the object of consideration of arrest in flagrante or detainment and defines the safety measures, with an alphabetical order of the second name.
7. Plans and performs periodic work or thematic analysis with judges and with the structures of the judicial administration.
8. Organizes discussions of juridical nature, based on generalization of experience of trials, unifying decisions of the Supreme Court, verdicts of other courts, decision of the High Justice Council, control and inspection acts performed by the Inspectorate of the High Justice Council and the Ministry of Justice.
9. In cooperation with the chancellor, follows the flow of delivery of completed judicial files to the judicial secretary, to comply with the procedural terms anticipated by law.
10. Controls the development of judicial files on any procrastination for trial or failure to comply with the judicial ethics, as well as demands and takes measures to abide to the procedural terms anticipated by law.
11. Establishes contacts with audit teams of the Ministry of Justice or of the Inspectorate of High Justice Council, learns the aim and object of the audit and creates them the conditions to exercise their duty.
12. Provides special room within the court for the study of judicial files from lawyers, district attorneys, experts, parties' representatives and other persons who are entitled to this right.
13. Announces the list of licensed experts according to relevant areas.
14. Sets the time for public meetings and approves the timetable of services to be performed by structures of the judicial administration.
15. Upon the proposal of the chancellor, within the organizational structure approved by the Minister of Justice, defines the number of employees for each unit of the judicial administration structure.
16. Hires and fires employees of the Court's judicial administration.
17. Notifies the Minister of Justice and the Chairman of the High Justice Council on extraordinary events in the private life of judges and of the judicial administration personnel.
18. Publicly announces problems submitted by the public relation and media sector or office.

19. Follows the work discipline of judges and other employees of the Court and informs the Minister of Justice on judges' violations, whereas for other officers of the judicial administration decides on the disciplinary measures to be taken in conformity with the law.
20. Coordinates the work with relevant structures of Magistrate's School, High Justice Council, and Ministry of Justice regarding issues on the professional growth of judges.
21. Issues ID to judges of Court. The Minister of Justice signs judges' IDs.
22. Deals with issues of protection and safety in the Court.

### CHAPTER III CHANCELLOR

#### Article 9 Chancellor

1. The chancellor organizes and controls the daily activity of the judicial secretary and other sectors or offices, which are components of the court structure.
2. In Courts with few employees, the chancellor exercises and performs the duties of the judicial secretary and of the public relations and media.

#### Article 10

##### Competencies of Chancellor in administrative area

In the administrative area, the chancellor exercises the following competencies:

1. Takes measures about and administers the creation of necessary conditions for the support and performance of trial without intervention in the procedural activity and impartiality of judges.
2. Takes measures about and administers the supply of judges with Official Gazette and with literature from justice area, as well as with chancellery means and other items necessary for a normal flow of work in a court.
3. Oversees the registration of inquests submitted to the court in special registers according to their object.
4. Keeps and takes care of the seals of the court, even when, with a delegation from the chancellor, they are used from certain officers of the judicial administration.
5. Takes care of posting up in the predetermined court places the dates of trials and procedural acts anticipated by law.
6. Identifies the number of lawsuits per judge, sent to the Appeal Court and to the Supreme Court and returned for a retrial, suspended, left on power, invalidated, discontinued, and periodically informs the chairman of the court and the Ministry of Justice.
7. Takes care of and controls the completion of judicial statistics.
8. In cooperation with the chairman of the court, based on the statistical data, the chancellor develops statistical information, which is quarterly sent to the Minister of Justice on behalf of the chairman of the court. A copy of this information is left with officer of the public relations and media.
9. Keeps the book of meetings in a court.
10. Fills in the registers on evaluation of professional skills of judges after having granted a preliminary approval from the chairman of the court.
11. Keeps the fundamental register of the court employees with their exact addresses. In cooperation with the chairman of the court, he realizes the dynamics of the files of the court staff.
12. Deals with issues of ethics and look of judicial administration personnel during participation in a trial and outside.
13. Follows and controls the work load, use of work time, compliance with the work discipline of the judicial administration officers and proposes to the chairman of the court to take relevant organizational and disciplinary measures.
14. Periodically submits to the chairman of the court the needs for the improvement of structure and organization of judicial administration according to the staff structure and limit.

15. Ensures normal and suitable work conditions for the employees in conformity with the requirements of the Labor Code.
16. Takes measures for the safety of the Court building with the fire protection tools and requires from the staff to abide to relevant rules.
17. Exercises administrative control to the budget office of the court and prepares requests for financial funds in the Judicial Budget Administration Office, submitted by the chairman of the court.
18. Checks the payment to the budget of the court of the income obtained from the application of tax stamps on services performed by the judicial administration and on other services performed upon fee.
19. Deals with the computerization of the activity of judicial administration.
20. Takes measures and deals with the compliance to the rules in regard to the solemnity during trial.
21. Takes measures and deals with the creation of and compliance with the condition of placing the national flag in the courtroom, for the accommodation of participants in the process and of the identity papers of judges, written and placed in a visible place, in front of each seat.
22. Takes measures and deals with the creation of special places of accommodation as well as the creation of suitable work conditions for the lawyers, legal representatives, parties' representatives, district attorneys, and experts in regard to the study of the file and accomplishment of their duty.
23. Takes measures and deals with the creation of suitable conditions for the accomplishment of the judicial services, photocopying of files, of decisions, acts and other documents upon fees paid in advance. Delivery of photocopies of documents and other acts is done within 24 hours from the submission of inquest. In case when the file is under judicial process, this term is 48 hours.
24. Performs receipt or delivery of complaints on violation of public's right to information or on judicial administration's failure to provide services.
25. Issues IDs to staff with information including their name, second name, and position, signed by chairman of court.
26. Takes measures and is responsible for the implementation of orders and instructions issued by the Minister of Justice and the chairman of court to the judicial administration.

### Article 11

#### Competencies of chancellor in procedural area

The chancellor exercises the following competencies in the procedural area:

1. Takes measures for the organization of lawsuits through a lot drawn in the presence of judges by recording it in documents. Organization and documentation of the lot is performed under the control and monitoring of the chairman of the court.
2. Takes measures on and follows the realization of procedural relations with the Appeal Court and Supreme Court.
3. Controls the allocation of law costs and sends for execution to the bailiff's office:
  - a) Obligation of the condemned to pay the law costs;
  - b) Obligation of the participants in the civil process to pay the difference of the accusation fee from the charged law costs.
4. Heads the commission for the elimination of material facts or their delivery to the person assigned in the court decision. The chancellor signs the documentation of these actions.
5. Takes measures on and controls the judicial officer's accomplishment of duties in regard to realization of procedural notifications and court orders in regard to trial development.
6. Delivers for notification and execution criminal and civil verdicts issued by court.
7. Issues, certifies and signs procedural acts issued from the court to realize the administrative attribution of the procedural act.
8. Signs all procedural acts that need procedural notes, such as:
  - a) Court decisions of peremptory verdict;
  - b) Final and intermediate decisions that are sent for execution;
  - c) Extracts, photocopies certified with the original issued from the court;

- d) The chancellor also signs all the other acts issued by the court, except for the creation certificate. In courts with huge work volume, defined by the Minister of Justice, actions for the certification and issue of acts are performed by the judicial secretary on behalf of and signed by the chancellor.

## CHAPTER IV SECRETARY OF COURT

### Article 12 Secretary of Court

The secretary of court accepts documents and procedural acts. It distributes accusations after drawing lots, receives files after conclusion of trial, and transfers them to the archive of judicial files.

### Article 13 Criminal Registers

The secretary of court keeps these criminal registers:

1. Fundamental criminal register.

Inquests for trial coming from district attorney's office and inquests for trial from accusers are registered in the fundamental criminal register.

The judicial secretary must complete the fundamental criminal register regularly, according to rubrics of the registers, up to abridgement of decision.

Registration of inquest for trial must be done upon the day of arrival to the court.

2. Military criminal register.

Military criminal inquests sent for trial by the district attorney's office are registered in the military criminal register.

3. Alphabetical index criminal cases.

The identity of parties is registered in the alphabetical index of the criminal cases.

Completion of rubrics of the alphabetical index of criminal cases is done in the same way with the alphabetical index of civil cases (article 14, point 2 of this regulation).

Completed fascicles from Military College (when available) are also registered in the alphabetical index of the criminal cases.

4. Register of criminal decision

Criminal decisions with ordinal number, dates of issue of decision, judge who issued the decision, names of the accused persons, accusations and number of sessions.

5. Register of complained criminal cases

Complaints and recourses against court decisions and inquest to review decision are registered in the register of complained criminal cases. Registration date is the date of submission of the inquest to the first-degree court.

6. Register of probation, revocation of decisions, recognition of decisions of foreign courts, etc.

Date of registration of inquest, name of judge of lawsuit after drawing of lot, data of issue of decision (without decision number) and the part of order of decision are registered in this register.

7. Register of safety measures and consideration of detainment and arrest in flagrante

Inquests of district attorney's office presented to the court on taking safety measures and on consideration detainment and arrest in flagrante of suspects based on material facts for authors of various criminal infringements are registered in this register. The register passes to all available judges and contains an ordinal number, name of district attorney, name of accused, date of issue of measure, and summarized content of issued measure.

8. Register of volume of criminal decision

The judicial secretary registers and keeps the volume of criminal decisions with the first copy of announced decision in the register of volume of criminal decision, after this decision has taken

peremptory form. The decision must be signed by the judge of the relevant lawsuit and by the judicial secretary of the judicial session.

9. The judicial secretary may also keep other registers to help for a normal flow of the work.
10. The judicial secretary is responsible for the opening, maintenance and conservation of registers, which are completed with a clear, clean and legible writing using one color of ink for all.
11. The judicial secretary keeps and fill the criminal register and, in cases anticipated in Article 16, point 2, appointed by the chancellor for the maintenance and completion of the register.

#### Article 14 Civil register

The secretary of the court keeps these civil registers:

1. Fundamental civil register.

All civil charges and inquests presented for trial are registered in the fundamental civil register. The registration date is the date of order of registration issued by the judge of the relevant case.

In case when the case is invalidated by the Appeal Court or Supreme Court and is turned back for retrial, the word 'retrial' must be written above the case number, at the top of register.

2. Alphabetical index of civil cases

The alphabetical index of civil cases is filled with letter of the alphabet and contains the number of cases on which a final verdict is reached. The full name of the plaintiff and defendant are written in it. Their names are written at the same time with the registration of inquest for trial, by writing above the full name the number of the act, and later the number of the verdict is written immediately upon completion of trial.

3. Register of civil decisions

All civil court decisions with their ordinal number, dates of issues of decisions, full name of the judge, names of parties, object, and number of sessions are all registered in the register of civil court decisions.

4. Register of persons, who are removed of, limited or returned their capacity to act

Full name and general data of the person whose capacity to act is removed, limited or returned, date and number of court decision, disposition of decision, assigned tutor, and the court that rendered the decision are registered in this register.

5. Register of complained civil cases

Civil cases complained to the Appeal Court and Supreme Court are registered in the register of complained civil cases. The register contains the date of presentation the complaint. Inquests for review and objection of third parties are also registered in this register.

6. Register of volume of civil decisions

The register of volume of civil decisions is kept and completed for civil decisions in the same way as explained for the volume of criminal decisions (Article 13, point 8 of this regulation).

7. Register of trade companies
8. Register of physical persons
9. Register of non-governmental organizations
10. Register of political parties
11. Register of state-owned enterprises
12. Other registers for the registration of subjects according to law
13. Register of special criminal and civil cases. This register includes:

- a) Cases with the object 'correction of error'.
- b) Completion of decision;
- c) Re-establishment of term;
- d) Issue of execution order;
- e) Verification of safety measure and all submitted inquests whose solution does not demand a final decision.

14. Register of material facts

Reception of, any action with the material facts, and their delivery or elimination are all registered in the register of material facts. The material facts are registered according to their particularities defined by the deliverer in the procedural act and with the real quality of the object specified in number, size, type,

gender and other special characteristics. The signature of the deliverer, receiver and the chancellor must not be missing for whatsoever reason.

Each register must have numbered pages with a relevant report at the last page, signed by the chancellor and judicial secretary of the court and sealed with the seal of the court.

15. Content of registers anticipated in points 7 to 12 of this article is defined in conformity with the requirements of special legal dispositions.
16. The judicial secretary may also keep other registers to help for a normal flow of the work.
17. The judicial secretary is responsible for the opening, maintenance and conservation of registers, which are completed with a clear, clean and legible writing using one color of ink for all.
18. The judicial secretary keeps and fill the criminal register and, in cases anticipated in Article 16, point 2, appointed by the chancellor for the maintenance and completion of the register.

#### Article 15

##### Documentation

1. The judicial secretary administers the fascicle of investigation, the indictment and its accompanying documents, and the documentation that materializes the procedural actions in regard to the trial of case, with his attribute as procedural subject.
2. The administration of above-mentioned documentation in advance and after the announcement and signing of decision is considered to be administrative activity of the court.

#### Article 16

##### Protocol and books of delivery

1. The secretary of court keeps the protocol of official, usual or classified correspondence.
2. Keeping the protocol, registration of official, usual or classified documents, and their treatment is done in conformity with the relevant legal and normative dispositions on power in the area of public information, classified information and archive.
3. After being registered in the protocol, the documents are sent to the chairman of the court and are returned within 3 days to the chancellor for preservation.
4. All documents that leave the court are signed by the chairman of the court and sealed with the seal of the court. In District Court and Appeal Court, when there is a special person for the protocol, the latter is assigned to keep the book of official correspondence.
5. The court secretary keeps and administers the books of delivery of documents inside and outside the court with the destination:
  - a) Judicial secretaries;
  - b) Judicial officers;
  - c) Archive;
  - d) Other parties and subject, manually or by mail;

#### Article 17

##### Judicial secretary

The judicial secretary performs procedural duties anticipated by provisions of the civil and criminal procedure and procedural provisions anticipated by a special law. For the realization of procedural functioning, the judicial secretary exercises administrative activity as well.

In courts with huge volume of work defined by the Minister of Justice, where there is more than one judicial secretary, one of them organized and divides the work among other judicial secretaries and coordinates the work with other subjects of the judicial administrations.

The judicial secretary exercises his duties directly and is accountable for them civilly and disciplinarily.

#### Article 18

##### Duties of judicial secretary in the civil area

In the civil area, the judicial secretary has these duties:



1. Accepts indictment and registers them in the computer including the parties, object, legal basis, legal representative of the party, by giving them a temporary number that will further serve for the lot, archive, etc., and issues certificates upon request by the party for the date of delivery of indictment.
2. Verifies particularities of indictment in regard to parties, dwelling place, the court to which is submitted, etc.
3. Numbers and confirms the number of presented pages, upon signing by parties.
4. Delivers indictments to the chancellor for the lot. Takes indictments back after the lot is drawn.
5. Distribution of indictments to citizens after drawing of the lot is performed upon obtaining assurance of the receiver's identity by checking his ID with photo or his procure.
6. Implements the orders written by the judge in the indictment.
7. Payment of fees.
8. Registration in the civil register.
9. Registration in the index of all parties participating in the process.
10. Opens the civil fascicles and fills it with all the requirements of the form.
11. Computerizes the indictment, number, register, judge or judges of the case, date of presence in the court, and date of registration.
12. Delivers fascicles of the case to the judges or secretary of the session upon signing it.
13. Computerizes the court decision number, date, judge or judges that tried the case, number of sessions, and an abridged disposition.
14. After trial, receives the file, and check the completion of the file inventory and numbers the pages, and demands from the secretary of the session to reflect all law costs performed during the trial. The last page of the file is sealed on the ribbon.
15. Communicates the final and intermediate decisions to missing parties.
16. Fills the civil register and index after numbering the cases.
17. Accepts and communicates complaints.
18. Records complaints in the register and in computer.
19. Sends cases to the Appeal Court or to the Supreme Court.
20. Records files in civil the register and in computer after trial in the Appeal Court or Supreme Court.
21. Creates civil volumes with the first copy of the decision with the final notes in it: The decision acquired a peremptory form after ... (there was no complaint... there was a complaint... was decided upon... with the decision no., of date, of the court...). The chancellor signs the notes.
22. Issues copies of decisions and other procedural acts to citizens signed by the chancellor.
23. Delivers file to archive.
24. Identifies and fills in the data and civil statistics.
25. Sends for notification civil court decisions with the object 'divorce', 'removal, limitation or return of capacity to act'.
26. For persons that are requested to be declared disappeared or dead, sends to the Official Gazette the indictment inquest for publication and announces one of its copies to the municipality or commune where the disappeared person has had his last inhabitation. These actions are performed upon signing of chancellor.

## Article 19

### Duties of judicial secretary in criminal area

In the criminal area, the judicial secretary performs these duties:

1. Registers the inquests of the prosecutor and criminal complaints in a computer in regard to parties, indictment, lawyer, safety measure, by assigning to them a temporary number that will serve for further actions, such as lot, archival, etc.
2. Opens criminal fascicles, and fills them with all the requirements of the form.
3. Delivers the case to the chancellor to draw the lot.
4. Register in the criminal register.

5. Registers each defendant in the index.
6. After registration of the case, records in the computer the number of the register, the judge or judges of the case, date of presence in the court, and date of registration.
7. Delivers the fascicle of the case to the judge or to the secretary of the session upon obtaining a signature.
8. Delivers papers of order of execution.
9. Numbers in the numerator and records in the computer the number of decision, the date, the judge or judges that have tried the case, the number of sessions, and the summarized disposition.
10. Completes the criminal register and index after numbering the cases.
11. Receives files after trial by checking the completion of the inventory of the file, numbering of the pages, and the trial secretary's inclusion of the trial expenses incurred during the trial.
12. Communicates intermediate and final decision to missing parties.
13. Accepts and communicates complaints after being sealed by the chairman of the court or a judge.
14. Records complaints in the register and in computer.
15. Sends the case to the Appeal Court and Supreme Court.
16. Registers the cases in the computer and criminal registers after trial in the Appeal Court and Supreme Court.
17. Creates criminal volumes with the first copy of the decisions with the final notes in them: 'Decision took a peremptory form after ... (there was no complaint..., there was a complaint..., was decided upon..., with the decision of number... date... of the court... with the signature of the chancellor).
18. Issues copies of decisions and other procedural acts to citizens with the signing of the chancellor.
19. Notifies the Military Section and the Social Security on penalties of imprisonment. All notifications are issued upon signature and name of chancellor.
20. Notifies the Bailiff's Office for the execution of obligations on trial expenses upon signature of chancellor.
21. Delivers the file to archive.
22. Registers in a special register and fascicle all requests for consideration of arrest, safety measures, securing of evidence and clues, verification of application of safety measures, etc., by defining the date and time of presence to the court.
23. Immediately delivers the fascicle to the judge who is available or appointed by lot.
24. Places a number to these decisions in a special numerator.
25. Identifies and fills in the data and criminal statistics.
26. The judicial secretary completes these registers:
  - Register of civil cases
  - Index of civil cases
  - Numerator (volume) of civil cases
  - Register of persons whose capacity to act is removed or limited.
  - 26.4 Register of special cases
    - Register of trade companies, physical persons, non-governmental organizations, political parties, state-owned enterprises, and other entities.
  - 26.5 Register of criminal cases
    - Numerator (volume) of criminal cases
    - Index of criminal cases
    - Register of military criminal cases
    - Numerator (volume) of military criminal cases
    - Register of consideration of detainment or arrest in flagrance.
    - Register of determination or modification of safety measures
    - Register of early release or on probation
    - Register of material facts
    - Register of correspondence
    - Books of records on movement of files.

27. Takes care that the registers, numerators and books have all the numbered and confirmed pages with the signing of the chancellor and the judge. Verifies the signature of the trial judge in the criminal and civil registers under disposition.
28. Demands that procedural terms to deliver files in the judicial secretary office are met and checks the uniformity and ethics of the judicial file.

#### Article 20

##### Secretary of session

1. The secretary of the session is a procedural entity and performs duties in conformity with the relevant provisions of the Civil Procedure Code and Criminal Procedure Code.
2. Apart of procedural duties, the secretary of session performs other duties of administrative character anticipated in this regulation.

#### Article 21

##### Duties of secretary of session

The secretary of the session performs the following duties:

1. Takes for temporary operation and administration all fascicles of cases for trial appointed to the judge for which he/she will work.
2. Reception of fascicle is performed with a written report reflected in the delivery book, where date and time of delivery and name of parties as well as the object must not be missed. Fascicles are kept in a safe or secured metallic file cabinets.
3. The secretary performs all the technical and procedural operations for each judicial fascicle, makes the notification for the announcement of the trial date decided by the judges and takes safety measures for a normal trial.
4. Makes the notifications to parties through announcement.
5. Obeys the orders of the judge or judges of the case to pass the case to preliminary operations, to the trial and intermediate decision during the session, with the exception of those that are under the authority of the judicial secretary or other persons anticipated in the law or in this regulation.
6. The secretary of the session is prohibited to deliver acts of whatever type included in the judicial fascicle to parties or their lawyers, other persons interested in the case under trial. The secretary can reproduce acts, issue extracts or photocopies of the documentation included in the file only with the order or decision of the judge or judges by abiding to the rule defined in this regulation.
7. The secretary of the session is completely responsible to keep the minutes of the trial. During the trial session, he/she must obtain full information on the accused or on the parties in the civil trial, the date, time, and place of trial sessions, declarations of parties, of attorney, lawyers, witnesses, experts, by registering everything important to the case, all orders of the judges and their intermediate decisions.
8. Keeps the minutes of the trial session, in conformity with the requirements of the article 115-118 of the Criminal Procedure Code and of article 118 of the Civil Procedure Code.
9. Keeps the minutes of the trial session by steno typing, typing in a computer or typewriter, and, if unable to use them, writes them down.
10. Takes measures that in the minutes of the trial session written down to not use abbreviations, corrections or empty spaces. Above unnecessary words, 'omitted words' must be written in brackets and the writer must sign it.
11. When the minutes are written down, the secretary must use lined paper with boxes with margins of 3 cm in the left and 2 cm in the right, top and bottom.
12. Reproduces the statements of participants in the process with reliability. If, for various reasons, it is impossible to reflect them and audiovisual equipment is missing, asks from the chairman of the session to order the repetition of statement for a full reflection in the notes.
13. The secretary of the session (the writer) binds the documentation in a chronological order, according to the time of submission, and the procedural acts according to the time of creation.

14. Takes measures that the judicial fascicle is bound and its pages are numbered at any time. Pages are bound and numbered after any operations with the acts, usually at the end of the session or with the introduction of a new act.
15. Develops the list of trials, which is signed by the judge.
16. Makes the calculation of the trial expenses, and writes them down in the first copy of the decision.

#### Article 22

##### Judicial officer

1. In the performance of his duties, the judicial officer cooperates with the judicial secretary and the secretary of the session.
2. The judicial officer must participate in the trial session and takes measures for the implementation of the judge's order to bring witnesses and experts to the court room, and demands from them solemnity and respect for the judges.
3. Gives orientation to the parties to take places in the courtroom, plaintiff to the right of the judge and defendant to the left of the judge with a front view of the judge. Likewise, the accused is placed to the left and the attorney at law to the right of the judge.
4. Makes notifications in written form, telephone, and, upon the signature of the receiver, when available, to witnesses, experts, etc., in conformity with the way defined in the civil and criminal procedure, and in any case takes measures to eliminate the reasons for the invalidity of notifications and acts. Acts notified prior to the date set for the trial session are handed over to the relevant session secretary.

### CHAPTER V

#### SUPPORTIVE ADMINISTRATION

#### Article 23

##### Archive

1. The archive sector or office and its employees exercise their activity under the care of the court chancellor.
2. The archivist supports his duty on the legal acts and by-laws relevant to the archival records and archives in the Republic of Albania. He abides to the orders and instructions of the General Directorate of the State Archives and is accountable administratively and legally for failure to abide to them.
3. Under the care of the court chancellor, the archivist takes measures that the archive room is safe from break-in and that there are tools for protection from fire, and meets all technical and technological conditions necessary to protect the archive.
4. Documents of the court, made up of judicial criminal and penal fascicles, whose decisions have taken a peremptory form, are stored in the archive office.
5. The archive sector or office takes measures for the scientific maintenance and processing of administrative documentation.
6. In conformity with the law, the archivist takes technical measures for the destruction of the documentation, whose protection time has expired. The court chairman heads the relevant commission of the destruction of documentation.

#### Article 24

##### Public relations and media

The public relations and media sector or office exercises its activity under the care of the court chancellor and the object of its activity is the following:

1. Informs the public and media on the activity of the court.
2. Promotes the image of the court and its employees to the public.
3. Administers the relations of the court with the public.

4. Protects the court and its employees from any public accusation.
5. Organizes internal information in the court.
6. Receives complaints from public and media on the court personnel's failure to satisfy their requests.
7. Creates proper conditions for the public to get true, complete, appropriate, and prompt information it has requested.
8. Prepares and places signs for the orientation of the public during their movement in the court and takes care to make public the information made available to the public without former request.

Deals and takes measures to prepare and make public the information in regard to:

Places and names of employees from whom the public can obtain information, can submit requests or can take answers;

Work procedures of the court and its judges;

Explanation of work of those court employees whose work is related to the public and media;

Various terms relevant to the work of the court;

Lists of trials

## Article 25

### Budget

Under the care of the court chancellor, the activity of the budget sector or office is focused in the following:

1. Develops the draft budget of the related court for the coming year and upon receiving the approval of the court chairman submits it to the judicial budget administration office for approval.
2. Follows the implementation of the budget in the court and various problems that are coped with during its implementation.
3. Administers material and monetary resources in conformity with the legislation on power.
4. Develops reports for actual expenses made by the court at the end of each quarter and compares them for conformity in the Treasury Office.
5. Prepares the annual financial statements of the accounts of the court and through the chairman of the court submits it for approval the Judicial Budget Administration Office and for information to the Economics Department of the Ministry of Justice.
6. Follows and abides to the requirements of the Law 'On Accountability'.
7. Keeps and follows the accounts of the income realized by the court through the services it renders to the third parties.
8. Keeps and follows the account of the bailiff's office.
9. At each year-end, manages the inventory of the property of the court, based on a commission approved on by the court chairman.
10. Sends the results of the inventory to the Economics Department of the Ministry of Justice.
11. Keeps the register of the material facts. All material facts submitted by the Attorney's Office, together with trial fascicle, based on the ordinal number of the registered request for trial and the full names of the accused are registered in this register. Material facts are described in brief. The register includes information on what happened to these material facts after the decision took a peremptory form.

## Article 27

### Implementation of regulation

1. This regulation is obligatory to all personnel of the District Court and Appeal Court. Violation of the provisions of this regulation will result in administrative and disciplinary responsibility.
2. The chairmen of the courts and their chancellors must take the necessary measures for the implementation of this regulation.